



Job Title: BEHAVIORAL HEALTH SERVICES DIRECTOR

Department /Office: Behavioral Health Services

Reports to Whom (title): Executive Director

Salary Range: 70

Job Classification Code: 9410

Level of Background Check: 1B

Status: EXEMPT; Full-time, Part-time, Temporary

Driving Required: Yes

PD Created: 09/15/2014

JOB DESCRIPTION:

The incumbent provides administrative oversight and coordinates with clinical staff to provide services to the Hopi Behavioral Health Services Program.

KEY DUTIES AND RESPONSIBILITIES:

(The following examples of duties are intended to be illustrative only and are not intended to be all inclusive or restrictive.)

1. Oversees programs under the Behavioral Health Services, through leadership and strategic direction in the development and implantation of strategic & operation plans, policies & protocols and maintenance of essential business. Maintains close communication with the Executive Director (Supervisor) on decisions affecting the overall strategy and established operational plans of Behavioral Health Services.
2. Develops and periodically review and revise the organization mission & strategy for the department. Establish and maintain an effective organization structure and staffing plan ;). Refers other proposed structural changes to the Executive Director for further review & assessment with specific rationale and recommendations.
3. Conducts surveys, studies, research, etc. to analyze assess and respond to the identified tribal & community needs regarding Behavioral Health Services management; conducts meeting with other department heads to disseminate information and/or solicit input on program. Conducts management team & program staff meetings to discuss progress, problems & solutions, barriers & opportunities to enhance/improve services.
4. Collaborates & works cooperatively with other Behavioral Health Service management agencies & organizations both public & private. Establish, implement & maintain an effective management/service network & linkage systems with other agencies/organization i.e., cooperative management agreement, case referral systems, intelligence & equipment sharing agreements etc.
5. Conducts evaluations and assessments of departmental & projective activities to determine compliance with applicable Federal, State & Tribal laws, rules & regulations, policies & procedures etc. and to ensure project outcomes meet tribal goals & objectives and specified quality standards.
6. Develops and implements administrative policies & procedures & protocols to ensure projections, effective & efficient delivery of services, expenditure controls, and timelines. Maintain an effective and compliant management of financial business and administrative services/transactions which enhances quality service & work projections and adherence to established management policies, procedures & practices.
7. Serves as direct line supervisor to the department functional unit supervisors and program/project directors and obtain maximum utilization of their services by clearly defining their responsibilities & duties, establish training & performance plans, conducting periodic & timely performance reviews & evaluations, providing appropriate mentoring/coaching & training and taking appropriate follow up actions as necessary; Provides guidance on matters of policy, program, budget, publication and legal responsibility; review & approves internal administrative agreements and commitment under the department in accordance with established policies. Accountable for acquisition of competent & skilled workforce and training resources necessary to meet functional obligations.
8. Develops and submits funding proposal for new projects or for enhancement of existing functions & services; and establish & maintain budgets/expenditure accounts (includes budget modifications/amendments and fund obligations/expenditure projections, 3rd party billing etc.) for funds acquired. Generate operational and project management reports ensuring accurate, complete and timely submission of required reports.
9. Ensures that the Hopi Tribal Council/Task Teams and its officers are kept fully informed of the conditions and progress of planning activities and departmental operations including all important factors influencing them; and provide professional advice and guidance on matters of importance.
10. Performs other related duties as assigned or authorized by the Executive Director, Hopi Tribal Council/Task Teams and/or Legislative Officers in order to meet Tribal objectives.

PERSONAL CONTACTS:

The incumbent maintains frequent contact with the department's administration staff, other Tribal office department directions & supervisors, and occasional contact with Tribal Chairman/CEO, Hopi Tribal Council/Task Team, tribal & village officials/staff, other public/private organizations/personnel, the general public and funding agency representatives. The purpose of the contacts is to exchange information related to planning, coordination & project management/assessment, and building mutually beneficial professional relationships.

PHYSICAL EFFORT & ENVIRONMENTAL FACTORS:

The work of the incumbent is mostly sedentary and performed in a standard office environment. The incumbent is considered a member of the Tribe's professional staff and as such is required to work or attend meetings in the evenings and weekends when necessary to accomplish objectives. Moderate travel by automobile on and off the Hopi reservation and occasional travel by commercial airline transport vehicles is required.

MINIMUM QUALIFICATIONS:

1. Required Education, Training and Experience:

A. Education : Master's Degree in Public Health, Social work, Nursing (state certified) or related field;

AND

B. Experience : Five (5) years experience in an administrative or managerial capacity delivering health and social services which includes contract administration/ complies cue, proposal writing and fiscal management;

OR

C. Any equivalent combination of Education, Training and education, Training and Experience, which demonstrates the ability to perform the duties of the positions.

2. Required Knowledge, Skills and Abilities:

A. Knowledge:

- Knowledge of organizational planning and goal setting, planning types and performance, & strategic management process
- Knowledge of counseling methods and techniques in order to provide guidance to clients', knowledge of evaluation plans, and knowledge of follow up techniques
- Knowledge of inpatient and residential treatment for mental health and substance abuse treatment.
- Knowledge of the political, cultural and socio-economic environment of the Hopi Tribe
- Knowledge of project planning, budgeting and administration

B. Skills:

- Verbal and written communications skills to conduct public presentations, preparation of statistical and narrative reports, composing business correspondence, grant/contract proposals
- Skill in leadership and managing diverse employees
- Excellent skill in developing, organizing and coordinating community development and program/activities related to BHS issues
- Skill in developing and analyzing program strategic plans, protocols, procedures and controls

C. Abilities:

- Ability to plan and accomplish work within established policies, objectives, priorities, and timelines
- Ability to establish and maintain confidentiality of participant records and information
- Ability to supervise and evaluate the work of others, analyze and assess administrative needs and problems.
- Ability to prepare budgets, modifications, grant/contract proposal and reports and bill for 3rd party
- Ability to establish and maintain a positive working relationship with others.

NECESSARY SPECIAL REQUIREMENTS:

1. Must possess an Arizona Driver's License and complete/pass the Hopi Tribe's Defensive Driving Course.
2. Must complete/pass a sensitive background investigation and fingerprint check in accordance with Hopi Tribal policy.
3. Must not have any felony convictions.
4. Must not have been convicted of misdemeanors at the local, state or federal level.

DESIRED REQUIREMENT:

1. Be able to speak and understand the Hopi Language. (Preferred)

###